

# CJIS News

State of North Dakota

Volume 7, Issue 2

February 2011

## Directors Corner

### Memo

To: CJIS Portal Users  
From: Pam Schafer, CJIS Director  
Subject: Information Sensitivity

This memo is to inform CJIS users of the importance of the sensitivity of the information that is available through the CJIS Portal. The information is to be used by authorized individuals for official use and as authorized under the CJIS agency agreement only. The information shared through the CJIS Portal's usage is governed by the contributing (owner) agency.

Please review the agency agreement, which is located on the web at:

<http://www.nd.gov/cjis/portal/docs/CJISAgencyAccessAgreement.pdf>.

## LERMS - UCR

In October 2009, the Association of State UCR Programs held its annual conference, and updates to items discussed at the conference included: **The Multiple Arrestee Segment Indicator in the National Incident-Based Reporting System:** In October 2009, the fall Working Groups approved the option to change the definition of Code C in Data Element 4, Exceptionally Cleared, from "Extradition Denied" to "In Custody of Other Jurisdiction" and sent the matter before the full CJIS Advisory Policy Board (APB).

The APB approved the measure and sent it to the Director's Office for approval, which was granted. Beginning January 1, 2011, agencies should use Code C under "Exceptional Clearance" in cases in which extraditions are formally denied or in circumstances where an agency arrests an offender who is also suspected of committing offenses in other jurisdictions. Law enforcement agencies in the other jurisdictions should report Code C under "Exceptional Clearance" when they are made aware of the arrest.

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## LERMS

At the end of 2010 CJIS started on-site visits to the agencies that are using LERMS with completion of all existing customers to be at the end of 2012. Agencies that are slotted to be visited each month will receive a call from me at the beginning of the month to set up a date and time. I am looking forward to visiting with your agency.

## ND SAVIN

Text notifications to be added:

ND SAVIN was approved for a Federal Enhancement Grant to expand notification services to include SMS/text messaging. Currently registrants can register to receive notifications via email and phone; by adding text messaging it will expand the method(s) they can choose to be notified. Integration efforts for the project are underway and are anticipated to be completed by the end of 2011.

## STARS

The STARS program is starting a period of growth with many new agencies interested in the JustWare software. The State's Attorneys Winter Conference went quite well and many new contacts were made. Among those that expressed interest in JustWare are; The Attorney General's Office, Mercer, McHenry, Morton, Traill, Slope, Bowman, Hettinger, Adams, Wells, Burke, Walsh, Sargent, and Ransom State's Attorneys Offices.

Moving forward the plan is to review automating the document submission process to the Court's Case Management System (Odyssey) followed by opening two way case data exchange between Odyssey and JustWare. This will greatly reduce redundant data entry by both parties. This is an area with great potential for collaboration and will be exciting to develop solutions.

Find us on

the web at:

[www.nd.gov/cjis](http://www.nd.gov/cjis)

## Portal

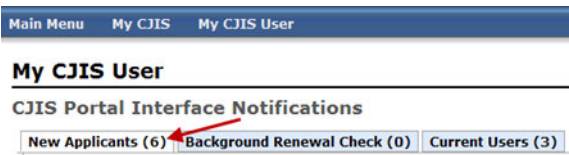
Do you have employee's that need access to the CJIS Portal. Agency and User Agreements are available at [www.nd.gov/cjis](http://www.nd.gov/cjis) then click on CJIS Portal on the left.

### Agency Administrator

In August a new feature was added for agency administrators to have direct control of what information the users in their office may view. Individuals that have this extra right have a new tab on the blue menu bar called My CJIS User.

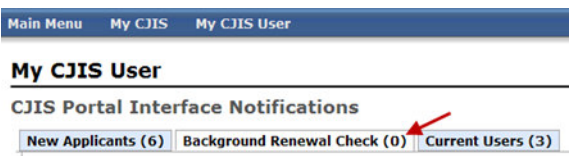
**Main Menu My CJIS My CJIS User** - Under this tab you will find the following.

#### New Applicants Tab



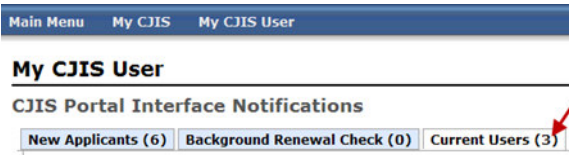
Allows an agency administrator to track new applicant's progress through the background check process.

#### Background Renewal Check Tab

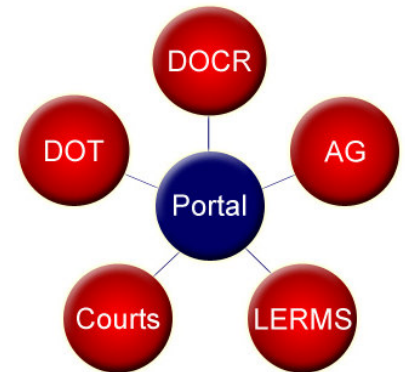


Allows an agency administrative person to track current user's progress through the 5 year background check process.

#### Current Users Tab



Gives an agency administrative person a current list of personal, from their agency, that have access to the Portal.



## Cyber Security #3

October was Cyber Security Awareness Month. This is a national public awareness campaign to encourage everyone to protect their computers and our nation's critical cyber infrastructure.





### Criminal Justice Information Sharing

State of North Dakota  
600 E Boulevard, Dept. 112  
Bismarck, ND 58505-0100  
Phone: 701-328-1100  
Fax: 701-328-3000

We're on the Web!

[www.nd.gov/cjis](http://www.nd.gov/cjis)

## Cyber Security #3 Cont.

The following information was sent out to the staff of the ND Attorney General's Office by their Information Technology Department. This is very helpful information and more will be shared in future publications.

### RECOGNIZE CYBER TRAPS

Always think before you click on lines or images in an email, instant message, or web sites. Be cautious when you receive an attachment from unknown sources. Even if you know and trust the sender or the website, it is still prudent to use caution when navigating pages and clicking on links or images.

Do not reply to email that ask you to "verify your information" or to "confirm your user-id and password".

Be sure to read the privacy statement on websites you are visiting prior to providing any personal information, to understand that entity's policy regarding protection of data.

Review credit card and bank account statement as soon as you receive them to check for unauthorized charges.

## Board Minutes

[www.nd.gov/cjis/committees/board/index.html](http://www.nd.gov/cjis/committees/board/index.html)

## CJIS Staff

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